ALCOHOL AND TOBACCO COMMISSION

Nonrule Policy ATC-004

NOTICE: Under IC 4-22-7-7, this document is required to be published in the Indiana Register and is effective on its date of publication. It shall remain in effect until the date it is superseded or deleted by the publication of a new document in the Indiana Register. The publication of the document will provide the general public with information about the Alcohol and Tobacco Commission's (ATC) official position concerning a specific issue.

DISCLAIMER: This nonrule policy is being established by the ATC consistent with its authority under IC 7.1-2-3-2 and IC 7.1-2-3-31. It is intended solely as guidance and shall be used in conjunction with applicable rules or laws. It does not replace applicable rules and laws, and, if it conflicts with these rules or laws, the rules or laws shall control.

AUTHORIZED: Alex D. Huskey, Chairman

SUPERSEDES: New

SUBJECT: The purpose of this nonrule policy is to implement a uniform procedure for the administration of server training programs governed by the Alcohol and Tobacco Commission (ATC).

SCOPE: Certified trainers may train alcohol servers on the selling, serving, and consumption of alcoholic beverages. IC 7.1-3-1.5-4.8. Certified trainers shall utilize only those materials approved by the ATC. 905 IAC 1-12.5-6(b)(1)(B).

POLICY: Pursuant to IC 7.1-3-1.5-15.5, the commission may attend and observe training under a training program. Also, the ATC may audit certified training programs. 905 IAC 1-12.5-2(5). Further, a server program shall (i) be conducted at a location agreed upon by the ATC and (ii) be available for audit by the ATC. 905 IAC 1-12.5-10(b)(2) and 905 IAC 1-12.5-10(b)(6). Finally, a certified trainer shall report training as requested by the ATC. 905 IAC 1-12.5-13(3).

To facilitate mandated ATC audtis, certified trainers shall submit to the ATC a Notification of Certified Training. The required form is attached hereto as Exhibit 1. The Notification of Certified Training shall be submitted to the ATC not later than seven (7) days prior to the scheduled training.

Pursuant to 905 IAC 1-12.5-13(2), a certified trainer shall keep records of all training conducted. To streamline enforcement and standardize documentation, certified trainers shall submit to the ATC either (i) a Third Party Certified Training Roster; or, (ii) an In-House Certified Training Roster. The required forms are attached hereto as Exhibits 2 and 3.

Posted: xx/xx/xxxx by Legislative Services Agency
An html version of this document.

NOTIFICATION OF CERTIFIED SERVER TRAINING

DATE/TIME: _____

LOCATION: _____

TRAINER NAME/NUM: _____

(X) One

In-House   3rd Party

( )   ( )

YOU MUST SEND THIS FORM TO EITHER:

servertraining@atc.in.gov

OR

INDIANA STATE EXCISE POLICE
1353 S. GOVERNOR'S DR.
COLUMBIA CITY, IN 46725

FORM MUST BE RECEIVED AT LEAST 7 DAYS PRIOR TO THE SCHEDULED TRAINING

NOTIFICATION OF CERTIFIED SERVER TRAINING

DATE/TIME: _____

LOCATION: _____

TRAINER NAME/NUM: _____

(X) One

In-House   3rd Party

( )   ( )

YOU MUST SEND THIS FORM TO EITHER:

servertraining@atc.in.gov

OR

INDIANA STATE EXCISE POLICE
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Exhibit 1

In-House Certified Server Training Roster

(This form is required to be completed for each class and to be retained by the Certified Trainer for 3 years.)

DATE/TIME: _____

LOCATION: _____

TRAINER NAME/NUM: _____

	NAME	DOB	ID TYPE
1			
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3			
4			
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7			
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Exhibit 2

Third Party Certified Server Training Roster

(This form is required to be completed for each class and to be retained by the Certified Trainer for 3 years.)

DATE/TIME: _____

LOCATION: _____

TRAINER NAME/NUM: _____

INDICATE (X) IF COMPLETED>>>>>

	NAME	DOB	ID TYPE	BUSINESS NAME	OWNER/ MANAGER Form
1					
2					
3					
4					
5					
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Exhibit 3